Cover Sheet: Request 13238

AFS 4940 African Studies Internship

Info

Process	Course|New|Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Todd Leedy tleedy@ufl.edu
Created	10/16/2018 12:09:11 PM
Updated	12/11/2018 3:42:04 PM
Description of request	Add course to offer variable credit for Africa-related internship experiences.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CLAS - African Studies 011650000	Todd Leedy		10/16/2018
No document changes					
College	Conditionall Approved	CLAS - College of Liberal Arts and Sciences	Joseph Spillane	The College Curriculum Committee conditionally approves this request, with the following: 1) removed "course is designed to" from the Course Description and just start with "Complements"; 2) replace the course objectives on the form with the excellent objectives listed on the actual syllabus; 3) make sure links and policies include all of those required at syllabus.ufl.edu, seems to be missing one.	11/5/2018
No document changes					
Department	Approved	CLAS - African Studies 011650000	Todd Leedy		11/5/2018
No document changes					
College	Approved	CLAS - College of Liberal Arts and Sciences	Joseph Spillane		11/26/2018
No document changes					
University Curriculum Committee	Commented	PV - University Curriculum Committee (UCC)	Lee Morrison	Added to December agenda.	12/10/2018
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			12/10/2018
No document changes					
Statewide Course Numbering System					
No document changes					

Step	Status	Group	User	Comment	Updated
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 13238

Info

Request: AFS 4940 African Studies Internship
Description of request: Add course to offer variable credit for Africa-related internship experiences.
Submitter: Todd Leedy tleedy@ufl.edu
Created: 11/5/2018 11:42:45 AM
Form version: 2

Responses

Recommended Prefix AFS
Course Level 4
Number 940
Category of Instruction Advanced
Lab Code None
Course Title African Studies Internship
Transcript Title Afr Studies Internshp
Degree Type Baccalaureate

Delivery Method(s) Off-Campus, Online
Co-Listing No
Co-Listing Explanation N/A
Effective Term Summer
Effective Year 2019
Rotating Topic? Yes
Repeatable Credit? Yes
If repeatable, # total repeatable credit allowed 6
Amount of Credit Variable
If variable, # min 1
If variable, # max 3
S/U Only? Yes
Contact Type Supervision of Student Interns
Weekly Contact Hours 1
Course Description Course is designed to complement an Africa-related internship experience through guided reflection, critical analysis, synthesis and discussion.
Prerequisites Junior standing and approval of undergraduate coordinator.
Co-requisites N/A
Rationale and Placement in Curriculum Offers undergraduates opportunity to earn credit for Africa-related internship experiences.
Course Objectives This course is designed to help students:
1) Identify, describe, and explain how the experience informed their sense of self and understanding of the internship area.
2) Analyze themes, conflicts, and issues that emerged and describe and explain how they were addressed.
3) Identify and connect the knowledge and/or skills gained in their coursework to their internship/practicum observations and experiences.
4) Describe and explain how the experience will modify and/or support future behaviors, attitudes, and career development

Course Textbook(s) and/or Other Assigned Reading No texts assigned.
Weekly Schedule of Topics Assignment deadlines will vary with length of approved internship program.
Links and Policies http://www.dso.ufl.edu/drc/
https://sccr.dso.ufl.edu/students/student-conduct-code/
https://evaluations.ufl.edu/results/

Grading Scheme Satisfactory completion of all assignments below:
Journals (6)

Academic connection paper
Final reflection paper
Instructor(s) To be determined.

AFS 4940 - African Studies Internship
CREDITS: VAR 1-3
PREREQUISITES: approval by undergraduate coordinator
INSTRUCTOR:
EMAIL:

CLASS MEETING: All course assignments will be through Canvas

TEXTS: There are no texts for this course

COURSE DESCRIPTION:
Internships provide students with opportunities to integrate classroom knowledge, skills and methods with professional roles, responsibilities and activities in supervised settings. AFS4940 is a 1-3 credit, web-based course that complements your internship experience through guided reflection, critical analysis, synthesis and discussion. This course is offered for academic credit, graded on a pass/fail basis and fulfills upper division elective credit requirements.

COURSE OBJECTIVES:
This course is designed to help students:
1) Identify, describe, and explain how the experience informed their sense of self and understanding of the internship area.
2) Analyze themes, conflicts, and issues that emerged and describe and explain how they were addressed.
3) Identify and connect the knowledge and/or skills gained in their coursework to their internship/practicum observations and experiences.
4) Describe and explain how the experience will modify and/or support future behaviors, attitudes, and career development

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES
Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT
Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at https://sccr.dso.ufl.edu/students/student-conduct-code/
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ONLINE COURSE EVALUATIONS
Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

ASSIGNMENTS/ASSESSMENTS:
Assignments are due on the date posted below in the course schedule. Late work is not accepted. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Journals
Journals should be 1 page (250 words) and answer the questions related to the week.
Journal 1
What is your ultimate dream job (think five, 10 or 20 years down the road)? How can you use your current experience to reach that goal?
Journal 2
Picture yourself on the last day of your internship. What do you hope to have learned from this experience? What new skills will you have gained? How will you have changed?
Journal 3 - 5
For each journal, **choose one skill** from the list of transferable skills below and write how you have experienced and utilized it in your internship experience? How would you plan to develop and improve that particular skill in the future? Each journal must be on a different skill.
- Conflict identification and management
- Managing success and failure
- Building relationships and networking
- Self-monitoring and project management
- Office culture and work values
- Team collaboration

Journal 6
Your company/organization selected a UF student for the internship next semester. If the student were to ask you how to make the most of the experience, what advice would you give?

Academic Connection Paper
Write a 2-page paper (500 words) demonstrating the connection between your academic studies and your internship. This should not necessarily focus alone on your major, but on the connections between skills you have gained in both major and non-major courses and the activities you do in your internship site. You can include:
- why you study what you study
- why you are interning where you are interning
- what the connection is between the two
- how your studies have helped you succeed at the internship
- how your internship will help you succeed in future classes

Final Paper (3 Parts)
- PART I: Write a one-page (250 words) description of your internship and your internship site. T This should be a "Day in the Life" description with a summary of an intern's typical day (time, responsibility, etc).
- PART II: Write a one-page (250 words) paper reflecting on your experience: what have you learned about the work environment as well as yourself.
- PART III: Write a one-page (250 words) response to the following scenario: In a future interview, a recruiter asks you why you would make an ideal hire. Using your internship as a foundation for the response, write a qualitative overview demonstrating your advantages over other candidates. Include in your overview the following: 1) Your top two or three strengths – do not to use the strengths most commonly repeated in interviews (communication, time management, organization, interpersonal). 2) Concrete examples of how you developed these strengths during your internship.

GRADING
Satisfactory completion (70% or above) of all assignments and minimum of 50 work hours (per credit hour) over no fewer than 3 weeks (per credit hour) are required in order to pass this course. Information on current UF grading policies for assigning grade points available at: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

COURSE SCHEDULE
Assignment deadlines will vary with length of approved internship program. Required assignments will not vary with credit amount or internship length.